

1 **Rule 4-403. Electronic Signature and Signature Stamp Use.**

2 **Intent:**

3 To establish a uniform procedure for the use of judges' and commissioners' electronic  
4 signatures and signature stamps.

5 **Applicability:**

6 This rule shall apply to all trial courts of record and not of record.

7 **Statement of the Rule:**

- 8 (1) A clerk may, with the prior approval of the judge or commissioner, use an electronic  
9 signature or signature stamp in lieu of obtaining the judge's or commissioner's signature  
10 on the following:
- 11 (1)(A) bail bonds from approved bondsmen;
  - 12 (1)(B) bench warrants;
  - 13 (1)(C) civil orders for dismissal when submitted by the plaintiff in uncontested cases or  
14 when stipulated by both parties in contested cases;
  - 15 (1)(D) civil orders for dismissal pursuant to Rule 4-103, URCP 3 and URCP 4(b);
  - 16 (1)(E) orders to show cause;
  - 17 (1)(F) orders to take into custody;
  - 18 (1)(G) summons;
  - 19 (1)(H) supplemental procedure orders;
  - 20 (1)(I) orders setting dates for hearing and for notice;
  - 21 (1)(J) orders on motions requesting the Department of Workforce Services (DWS) to  
22 release information concerning a debtor, where neither DWS nor the debtor  
23 opposes the motion; ~~and~~
  - 24 (1)(K) orders for transportation of a person in custody to a court hearing; and
  - 25 (1)(K)(1)(L) orders appointing a court visitor.
- 26 (2) When a clerk is authorized to use a judge's or commissioner's electronic signature or  
27 signature stamp as provided in paragraph (1), the clerk shall sign his or her name on the  
28 document directly beneath the electronic signature or stamped imprint of the judge's or  
29 commissioner's signature.
- 30 (3) All other documents requiring the judge's or commissioner's signature shall be personally  
31 signed by the judge or commissioner, unless the judge or commissioner, on a document

32 by document basis, authorizes the clerk to use the judge's or commissioner's electronic  
33 signature or signature stamp in lieu of the judge's or commissioner's signature. On such  
34 documents, the clerk shall indicate in writing that the electronic signature or signature  
35 stamp was used at the direction of the judge or commissioner and shall sign his or her  
36 name directly beneath the electronic signature or stamped imprint of the judge's or  
37 commissioner's signature.

38 *Effective November 1, 2018*